



Approved For Release 2005/11/23 : CIA-RDP80B01495R001300120015-2

Washington, D.C. 20520

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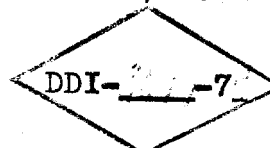
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October 21, 1974

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MEMORANDUM TO: IO - Mr. Cardwell  
EUR - Mr. Otis  
EB - Mr. McGonagle  
PM - Mr. Spisak  
S/P - Mr. Swiers  
C - Mr. Blackwill  
S/R - Mr. Turner  
Treasury - Mr. Mackour  
Commerce - Mr. Scureman  
INR - Mr. Hawes  
OES - Mr. Stephens  
CIA - Mr. Evans  
ACDA - Mr. Christopher  
EA - Mr. Jameson  
NEA - Mr. Walker

SUBJECT: Visit of Chancellor Kreisky of Austria

I. This memorandum assigns drafting/clearing responsibilities (attached) for the briefing material which will be prepared for the Kreisky visit. The Department's substantive coordinator is Wells Stabler, EUR, Room 6226, Ext. 21010. The deputy coordinator in charge of the preparation of the briefing material is Bruce Flatin, EUR/CE, Room 4236, Ext. 22005. The S/S-S project officer is Carolee Heileman, Room 7241, Ext. 28338.

II. Please write concise papers! Past experience has shown that long papers are either disregarded or are condensed by someone who might be less knowledgeable than the drafter. See attachment for page limits.

III. Due Dates and Instructions:

- A. Background Papers
- B. Issues/Talking Points for the President
- C. Issues/Talking Points for the Secretary

These should be submitted in final (3 copies, double-spaced) to EUR/CE by 5:00 p.m., October 28. All appropriate clearances should be obtained, including EUR/CE, except that EUR/CE will be responsible for obtaining approval from the EUR front office and clearance from C. To ease the substantial burden on EUR/CE, please use MAG cards when typing these papers and submit the cards to EUR/CE (sample format is attached).

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D. Acting Secretary-President Memorandum on Scope and Objectives and a separate Strategy Paper for the Secretary

Instructions for EUR/CE will be provided in a separate memo.



Ronald E. Woods  
Director, Secretariat Staff

Attachments:

As stated.

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**EXECUTIVE SECRETARIAT**  
Routing Slip

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*Copy sent to [redacted] for action (which was already underway).*

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**Remarks:**

*see sect 1 v of attachment.*

*This was recd here 14 Oct*

*STAT*